# CHAPTER 3

# MAINTAINING COMMAND RELIGIOUS PROGRAM (CRP) FILES AND RECORDS

A Religious Program Specialist is normally assigned the task of maintaining the files and records used in support of the Command Religious Program. It is important for RPs to be able to file and locate correspondence as quickly as possible. To assist personnel in records maintenance, the Navy Department has developed a standardized system of categorizing records which is outlined in *Standard Subject Identification Codes* (SECNAVINST 5210.11). It is imperative that an up-to-date copy of this instruction be maintained in the office of the chaplain. The specific provisions of this publication will be explained in another section of this chapter.

Subsequent sections in this chapter will be devoted to describing and explaining centralized and decentralized filing systems, the equipment used in filing correspondence, control of classified information, the basic guidelines which are contained in SECNAVINST 5210.11, CRP filing requirements, responsibilities of command chaplains and RPs, cross-reference filing procedures, the reports control system, tickler systems, and disposal of correspondence and records.

## COMMAND CONTROL OF FILES

Correspondence files are maintained in one of two ways depending on the location, mission, or sensitivity of the material. A centralized system is one in which official correspondence is maintained in a central location such as the ship's office or in the administrative office at a shore command. A decentralized system is one in which official correspondence is maintained in the office having primary need for the correspondence. Centralized systems are normally used aboard ship and for maintaining classified files and records. A decentralized system is most common at large shore commands where offices are widely separated.

The command chaplain plays a major role in CRP records management through the supervision of RPs assigned responsibility for maintaining the records in the office of the chaplain. This is especially true when a decentralized filing system is used by the command. For this reason, it is a good practice to have one RP assigned the primary responsibility for maintaining files in the office of the chaplain.

As stated in the preceding chapter, classified material (Top Secret, Secret, and Confidential) is not normally filed in the office of the chaplain. The RP should consult personnel in the administrative office when questions arise concerning the filing requirements for classified material. It is important to remember that every individual who is granted access to classified information is responsible for protecting that information. Religious Program Specialists need to ensure that the office of the chaplain does its part in protecting classified information in support of national defense efforts.

## FILING EQUIPMENT AND MATERIAL

Because office space is often limited, especially aboard ship, it is important to procure and maintain the proper amount and types of filing equipment for use in the office of the chaplain. The RP is usually tasked with ordering filing equipment utilizing the Navy's supply system. Therefore, RPs need to be familiar with the various types of filing equipment and associated material such as cabinets, file folders, and card files that are available. This will aid in making the most efficient use of the space allocated for the Command Religious Program.

### FILE CABINETS

Four- and five-drawer steel cabinets are standard equipment in the Navy; and these

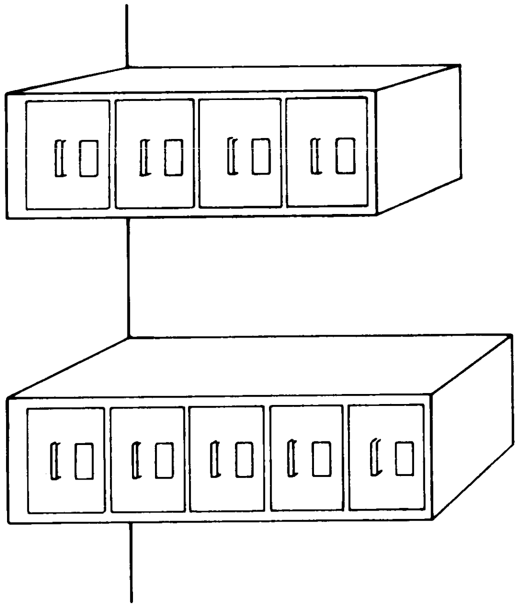


Figure 3-1.—Filing cabinets (four- and five-drawer).

noninsulated letter-size cabinets occupy the same amount of deck/floor space. Figure 3-1 shows both of these types of filing cabinets. The five-drawer cabinet is preferred over the four-drawer cabinet because additional filing space is contained in the five-drawer cabinet.

Other types of cabinets should only be used when the standard four- and five-drawer cabinets will not accommodate the material to be filed. Personnel in the supply department will advise the RP when special-size cabinets need to be ordered.

## FILE FOLDERS

Standard file folders are used in the Navy to keep correspondence neat and to prevent damage to official correspondence. Folders are generally available in the following two sizes:

- Letter, 9 × 11-3/4 inches.
- Legal, 9 × 14-3/4 inches.

The size of the folder does not include its tab which extends from the top of the folder in one of two ways. Tabs are either "straight-cut" in which tabs extend the full length of the folder (figure 3-2); or are "one-third-cut" in which tabs are located at the extreme left side, in the middle, or at the extreme right side of the folder (figure 3-3).

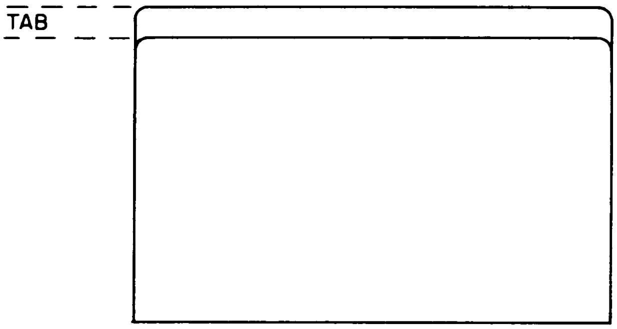


Figure 3-2.—Straight-cut tab file folder.

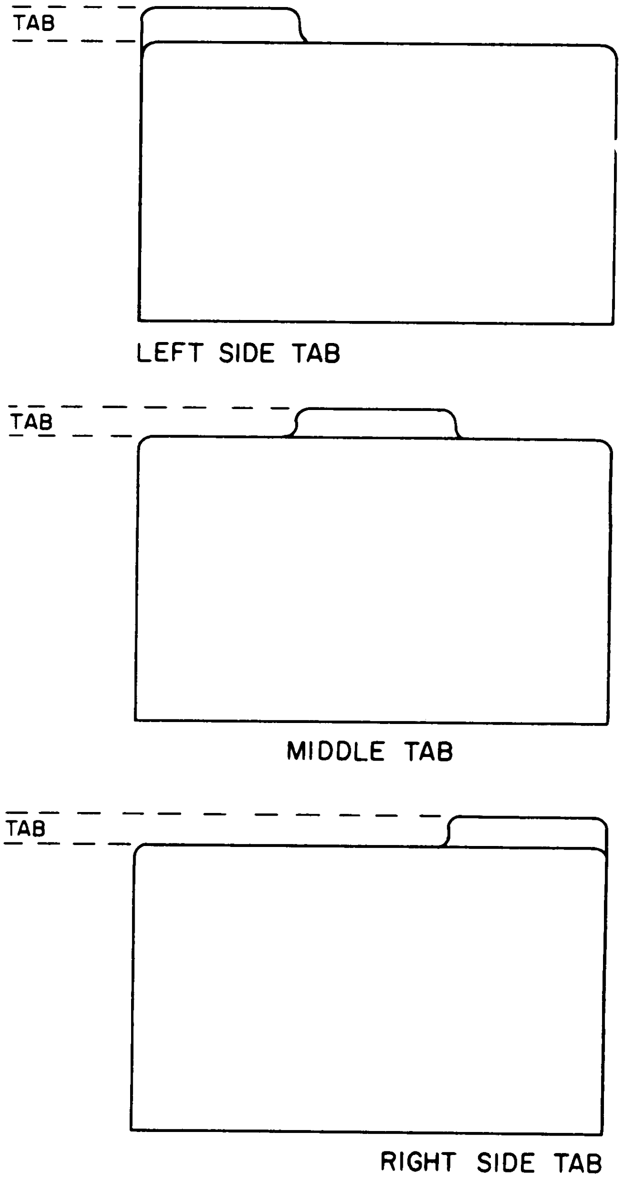


Figure 3-3.—One-third-cut tab file folders.

"One-third-cut" folders are normally preferred over "straight-cut" folders because they allow the RP to glance through a file drawer for a particular folder without having to look at each folder separately as is usually required with "straight-cut" folders. NOTE: "One-third-cut" folders are ordered by tab position in lots of 50 folders per box. Before requisitioning file folders and in order to ensure that a sufficient number are maintained in the office of the chaplain, the RP should consider the volume of material to be filed, the number of filing drawers available, and the variety of subjects that need to be filed in separate folders.

It should be noted that file folders prescribed for use in the Marine Corps are listed in *Records Management Program for the Marine Corps* (MCO 5210.11). RPs assigned to Marine Corps units should check this publication prior to requisitioning any folders.

## CARD FILES

Card files such as the one shown in figure 3-4 are often used in the office of the chaplain for such purposes as establishing and maintaining a tickler system. The procedures for establishing a tickler system will be explained in another section of this chapter. Standard 3" X 5" and 5" X 8" card files are the ones most often used. These types are readily available in the Navy or Marine Corps supply systems. These card files should be used in the office of the chaplain to serve as receptacles for index cards with information specified by the command chaplain. It is important for the RP to periodically check the card files to ensure that information is up to date.

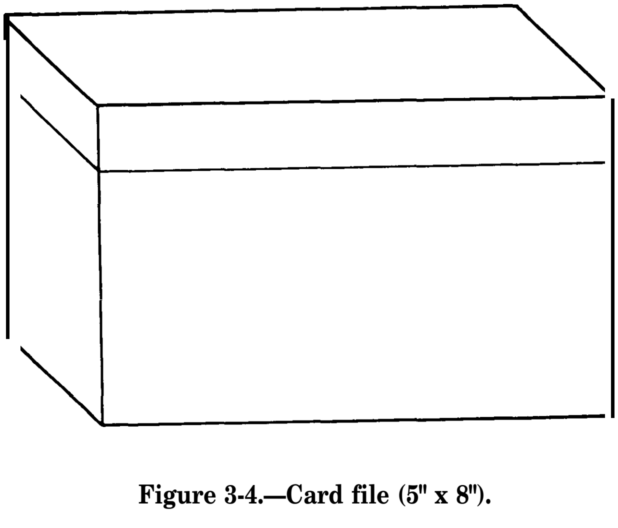


Figure 3-4.—Card file (5" x 8").

## CLASSIFIED FILES AND RECORDS

The Information Security Program as outlined in the *Information Security Program Regulation* (DOD 5200.1R) and *Department of the Navy Information Security Program Regulation* (OPNAVINST 5510.1) for safeguarding classified information was explained in Chapter 2. Since all RPs must be eligible for access to classified material, it is important to note the security requirements for file cabinets that contain classified material.

Basic guidelines for determining the security requirements of file cabinets that contain classified information are contained in OPNAVINST 5510.1. The following security precautions were extracted from this publication and should be observed when classified material is handled or stowed:

- A portable cabinet has little security value since it can be transported easily and, therefore, should NOT be used for stowage of classified material.

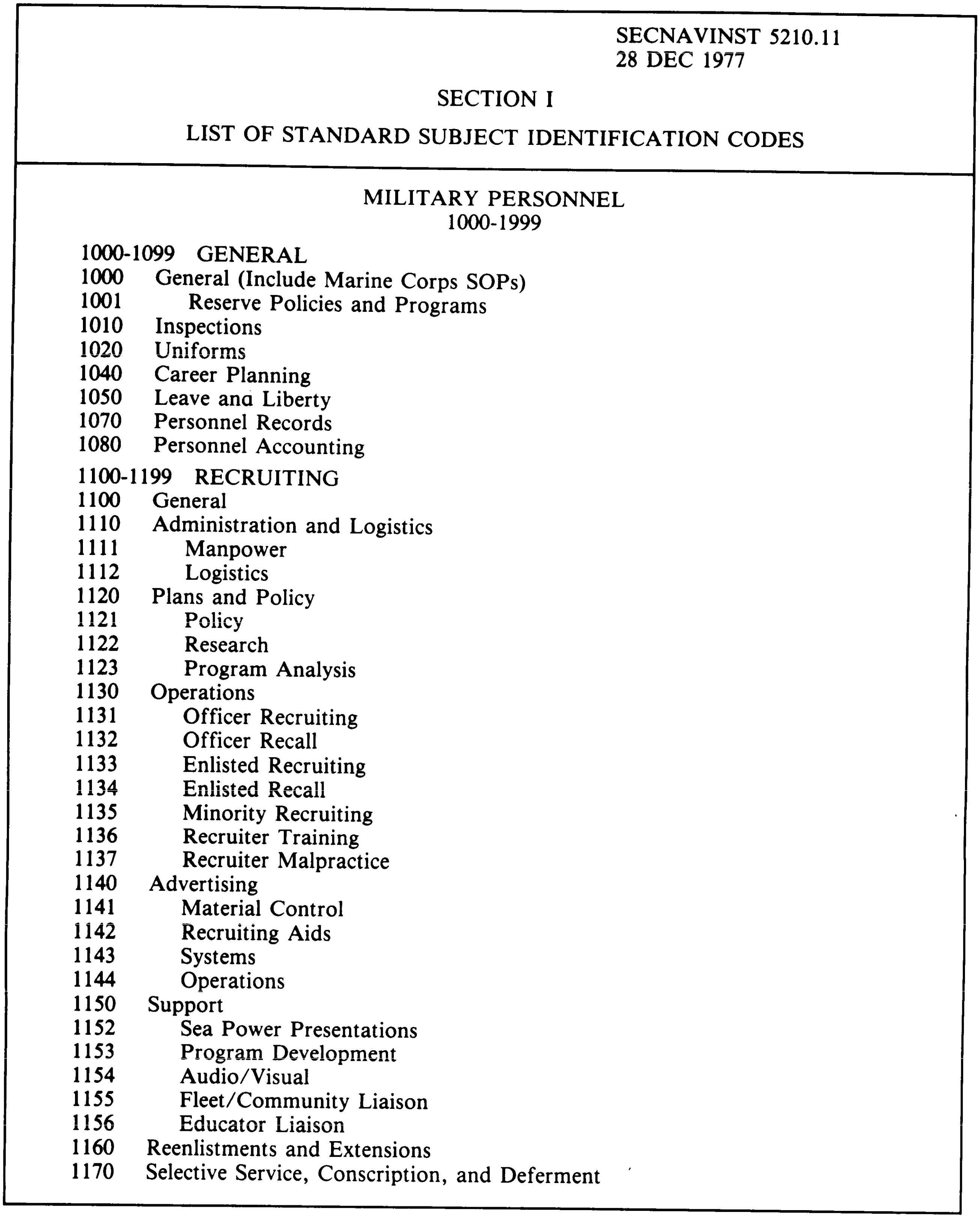
- Combination locks are more secure than key locks and should be used to guard against unauthorized personnel entering a file cabinet that contains classified information.

- Wood file cabinets should NOT be used to stow classified material since they do not offer protection against fire damage.

- Metal cabinets should be used to stow classified material since they offer protection against theft and fire.

- Vaults provide the most secure means of stowing classified material and should be used when available.

The RP should check with personnel in the administrative department whenever questions arise concerning the stowage of classified material.



SECNAVINST 5210.11
28 DEC 1977

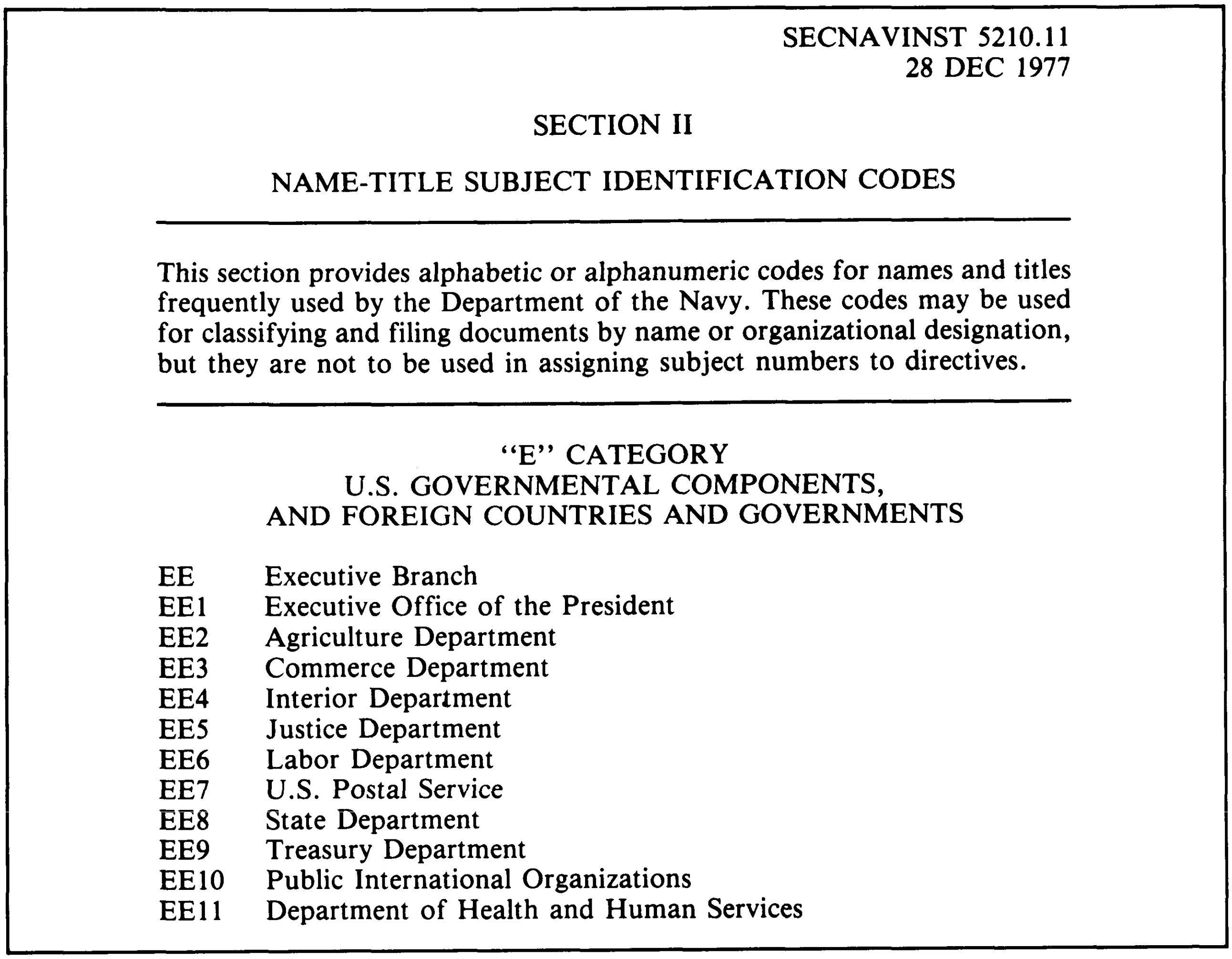
SECTION I

LIST OF STANDARD SUBJECT IDENTIFICATION CODES

MILITARY PERSONNEL
1000-1999

| | |
|---|---|
| 1000-1099 | GENERAL |
| 1000 | General (Include Marine Corps SOPs) |
| 1001 | Reserve Policies and Programs |
| 1010 | Inspections |
| 1020 | Uniforms |
| 1040 | Career Planning |
| 1050 | Leave and Liberty |
| 1070 | Personnel Records |
| 1080 | Personnel Accounting |
| 1100-1199 | RECRUITING |
| 1100 | General |
| 1110 | Administration and Logistics |
| 1111 | Manpower |
| 1112 | Logistics |
| 1120 | Plans and Policy |
| 1121 | Policy |
| 1122 | Research |
| 1123 | Program Analysis |
| 1130 | Operations |
| 1131 | Officer Recruiting |
| 1132 | Officer Recall |
| 1133 | Enlisted Recruiting |
| 1134 | Enlisted Recall |
| 1135 | Minority Recruiting |
| 1136 | Recruiter Training |
| 1137 | Recruiter Malpractice |
| 1140 | Advertising |
| 1141 | Material Control |
| 1142 | Recruiting Aids |
| 1143 | Systems |
| 1144 | Operations |
| 1150 | Support |
| 1152 | Sea Power Presentations |
| 1153 | Program Development |
| 1154 | Audio/Visual |
| 1155 | Fleet/Community Liaison |
| 1156 | Educator Liaison |
| 1160 | Reenlistments and Extensions |
| 1170 | Selective Service, Conscription, and Deferment |

Figure 3-5.—Page extracted from Section 1 of SECNAVINST 5210.11.



SECNAVINST 5210.11
28 DEC 1977

### SECTION II

### NAME-TITLE SUBJECT IDENTIFICATION CODES

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This section provides alphabetic or alphanumeric codes for names and titles frequently used by the Department of the Navy. These codes may be used for classifying and filing documents by name or organizational designation, but they are not to be used in assigning subject numbers to directives.

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### "E" CATEGORY
### U.S. GOVERNMENTAL COMPONENTS, AND FOREIGN COUNTRIES AND GOVERNMENTS

| | |
|---|---|
| EE | Executive Branch |
| EE1 | Executive Office of the President |
| EE2 | Agriculture Department |
| EE3 | Commerce Department |
| EE4 | Interior Department |
| EE5 | Justice Department |
| EE6 | Labor Department |
| EE7 | U.S. Postal Service |
| EE8 | State Department |
| EE9 | Treasury Department |
| EE10 | Public International Organizations |
| EE11 | Department of Health and Human Services |

**Figure 3-6.—Page extracted from Section 2 of SECNAVINST 5210.11.**

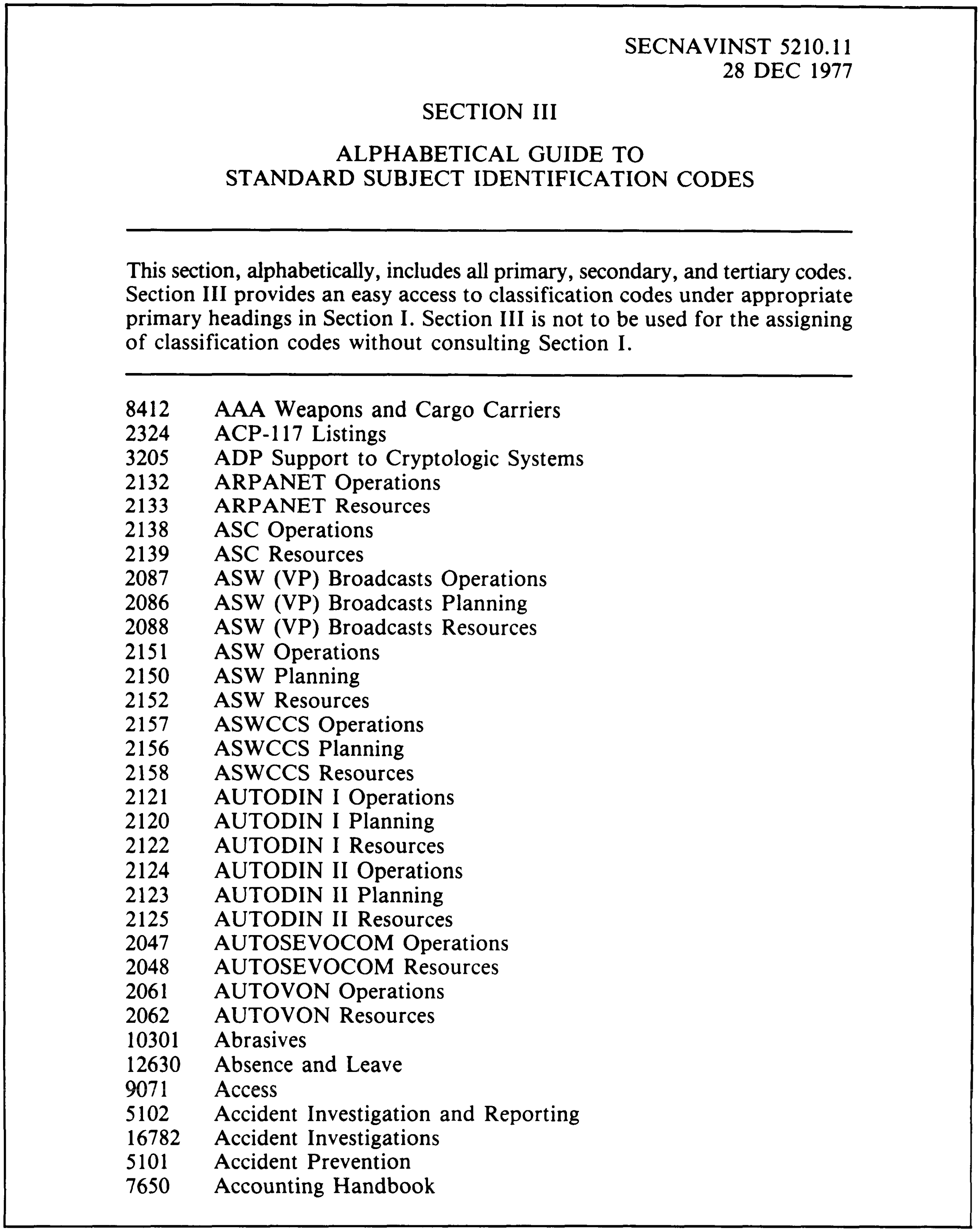
## STANDARD SUBJECT IDENTIFICATION CODES

Basic guidelines for categorizing correspondence in the Navy and Marine Corps is set forth in SECNAVINST 5210.11 *(Standard Subject Identification Codes).* This instruction is divided into three sections and is designed to meet the needs of the entire Department of the Navy in order to have a standardized system for classifying, arranging/filing, and referencing various types of Navy and Marine Corps documents by subject. The three sections contain the following information:

- Section I (List of Standard Subject Identification Codes). A convenient numerical classification outline consisting of 14 major numerical series which are subdivided into primary, secondary, and tertiary subjects is provided in this section. Figure 3-5 shows an example of a page extracted from this section.

- Section II (Name-Title Subject Identification Codes). This section provides alphabetic or alphanumeric codes for names and titles which are used frequently in the Navy Department. Figure 3-6 shows an example of a page extracted from this section.

- Section III (Alphabetical Guide to Standard Subject Identification Codes). This section provides an alphabetical list of all primary, secondary, and tertiary codes which are listed in Section I. Figure 3-7 shows an example of a page extracted from this section.



SECNAVINST 5210.11
28 DEC 1977

## SECTION III

## ALPHABETICAL GUIDE TO STANDARD SUBJECT IDENTIFICATION CODES

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This section, alphabetically, includes all primary, secondary, and tertiary codes. Section III provides an easy access to classification codes under appropriate primary headings in Section I. Section III is not to be used for the assigning of classification codes without consulting Section I.

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| | |
|---|---|
| 8412 | AAA Weapons and Cargo Carriers |
| 2324 | ACP-117 Listings |
| 3205 | ADP Support to Cryptologic Systems |
| 2132 | ARPANET Operations |
| 2133 | ARPANET Resources |
| 2138 | ASC Operations |
| 2139 | ASC Resources |
| 2087 | ASW (VP) Broadcasts Operations |
| 2086 | ASW (VP) Broadcasts Planning |
| 2088 | ASW (VP) Broadcasts Resources |
| 2151 | ASW Operations |
| 2150 | ASW Planning |
| 2152 | ASW Resources |
| 2157 | ASWCCS Operations |
| 2156 | ASWCCS Planning |
| 2158 | ASWCCS Resources |
| 2121 | AUTODIN I Operations |
| 2120 | AUTODIN I Planning |
| 2122 | AUTODIN I Resources |
| 2124 | AUTODIN II Operations |
| 2123 | AUTODIN II Planning |
| 2125 | AUTODIN II Resources |
| 2047 | AUTOSEVOCOM Operations |
| 2048 | AUTOSEVOCOM Resources |
| 2061 | AUTOVON Operations |
| 2062 | AUTOVON Resources |
| 10301 | Abrasives |
| 12630 | Absence and Leave |
| 9071 | Access |
| 5102 | Accident Investigation and Reporting |
| 16782 | Accident Investigations |
| 5101 | Accident Prevention |
| 7650 | Accounting Handbook |

Figure 3-7.—Page extracted from Section 3 of SECNAVINST 5210.11

The RP is primarily concerned with Sections I and III; therefore, these specific sections will be discussed in the following paragraphs.

## MAJOR NUMERICAL SUBJECT GROUPS

Each of the previously mentioned 14 major subject groups is designated by a four- or five-digit numeric code. These major subject groups are:

- 1000 Series (Military Personnel) — Includes subjects relating solely to the administration of military personnel.

- 2000 Series (Telecommunications) — This series includes subjects relating to general communication matters and to communication systems and equipment.

- 3000 Series (Operations and Readiness) — Includes subjects relating to such matters as operational plans, fleet operations, operational training and readiness, warfare techniques, operational intelligence, and research and development.

- 4000 Series (Logistics) — Includes subjects relating to the logistical support of the Navy and Marine Corps including procurement, supply control, property redistribution and disposal, travel and other transportation, maintenance, construction and conversion, production and mobilization planning, and foreign military assistance.

- 5000 Series (General Administration and Management) — Includes subjects relating to the administration, organization, and management of the Department of the Navy, including general personnel matters, security, external relations, law and legal matters, office services, and publication and printing matters.

- 6000 Series (Medicine and Dentistry) — This series includes subjects relating to medical matters, such as physical fitness, general medicine, special or preventive medicine, dentistry, medical equipment and supplies.

- 7000 Series (Financial Management) — Includes subjects relating to the financial administration of the Department of the Navy, including budgeting, disbursing, accounting, auditing, industrial and other special financial matters, and statistical reporting.

- 8000 Series (Ordnance Material) — This series includes subjects relating to all types of ordnance material and weapons, including ammunition and explosives, guided missiles of all types, underwater ordnance materials, and miscellaneous ordnance equipment.

- 9000 Series (Ships Design and Material) — Includes subjects relating to such matters as the design, characteristics, and readiness of ships, and to ships material and equipment.

- 10000 Series (General Material) — Includes subjects relating to general categories of materials not included in the specialized material groups. It includes photographic equipment and accessories, general machinery and tools, personnel (materials), and miscellaneous categories.

- 11000 Series (Facilities and Activities Ashore) — This series includes subjects relating to ashore structures and facilities, fleet facilities, transportation facilities, utilities and services, and other similar subjects.

- 12000 Series (Civilian Personnel) — Includes subjects relating solely to the administration of civilian personnel.

- 13000 Series (Meteorological and Astronautical Material) — Includes subjects relating to aeronautical and astronautical material, including parts, accessories and instruments; special devices; armament; serological equipment, weapons systems, types of aircraft; and astronautic vehicles.

- 16000 Series (Coast Guard Missions) — This series includes subjects relating solely to the administration and mission of the Coast Guard.

NOTE: General personnel subjects relating to both civilian and military personnel are included in the 5000 series.

The 14 major numerical subject groups are subdivided into primary, secondary, and tertiary breakdowns depending upon the scope and complexity of the major subject. Some of the major numerical subject groups are not subdivided below the primary breakdown because of the limited scope of the major subject group.

### Primary Numerical Subject Groups

Primary numerical subject groups are designated by the last three digits (the hundreds group) of the four-or five-digit major numerical subject groups. For example, the primary subject groups for the 1000 series (Military Personnel) are:

| NUMBER | SUBJECT |
|---|---|
| 1100 | Recruiting |
| 1200 | Classification and Designation |
| 1300 | Assignment and Distribution |
| 1400 | Promotion and Advancement |
| 1500 | Training and Education |
| 1600 | Performance and Discipline |
| 1700 | Morale and Personal Affairs |
| 1800 | Retirement |
| 1900 | Separation |

### Secondary Numerical Subject Groups

Primary numerical subject groups are subdivided into secondary subjects by the last two digits (the tens group) of the four- or five-digit major numerical subject groups. For example, the secondary subject groups for the 1500 series (Training and Education) are:

| NUMBER | SUBJECT |
|---|---|
| 1510 | Enlisted Training |
| 1520 | Officer Training |
| 1530 | Officer Candidate Training |
| 1540 | Functional Training |
| 1550 | Instruction Courses and Training Materials |
| 1560 | Voluntary Education |
| 1570 | Inactive Duty Training |
| 1580 | Interservice Training |
| 1590 | DANTES Testing |

### Tertiary Numerical Subject Groups

Tertiary (third or additional breakdown) numerical subject groups are indicated by the last digit (the ones group) of the four- or five-digit major numerical subject groups. For example, the tertiary subject groups for the 5230 series (Automatic Data Processing and Information Systems) are:

| NUMBER | SUBJECT |
|---|---|
| 5231 | Data Systems Development |
| 5232 | Evaluation and Review |
| 5233 | Installation Management |
| 5234 | Software Standards |
| 5235 | Data Elements and Codes |
| 5236 | Procurement of Automatic Data Processing Resources |
| 5237 | Reutilization and Sharing |
| 5238 | Resources and Accounting |
| 5239 | Data Transmission and Protection |

### Arbitrary (Local) Subject Groups

The standard subject identification codes (SSICs) listed in SECNAVINST 5210.11 identify the most frequently used subjects in the Department of the Navy. Local commands are authorized to further subdivide particular subject groups in order to make their filing systems more efficient. Guidelines for making arbitrary (local) subdivisions are contained in Enclosure 1 of *Classifying and Filing Navy and Marine Corps Records* (SECNAVINST 5211.3).

Arbitrary subdivisions may be used as long as they are logical and systematic, follow a standard classification number or name-title code, and are separated from the basic SSIC by a slant (/). The slant makes them readily distinguishable from the standard subject identification code.

Local commands may subdivide SSICs by adding arbitrary numbers or words after the SSIC. For example:

- Primary Numerical Subject Group

Arbitrary Numbers

5600 Micrographics Publications, Printing, Duplicating, and Reproduction

5600/1 Protestant Worship Bulletins

5600/2 Roman Catholic Worship Bulletins

5600/3 Bulletins for Special Occasions

Arbitrary Words

5600/Bulletins for Special Occasions

5600/Protestant Worship Bulletins

5600/Roman Catholic Worship Bulletins

- Secondary Numerical Subject Group

Arbitrary Numbers

5760 Organizations, Associations, Societies, Individuals, and Commercial Enterprises

5760/1 Military Chaplains' Association

5760/2 American Bible Society

5760/3 American Red Cross

5760/4 Navy Relief

Arbitrary Words

5760/American Bible Society

5760/American Red Cross

5760/Military Chaplains' Association

5760/Navy Relief

- Tertiary Numerical Subject Group

Arbitrary Numbers

1601 Duties and Watches

1601/1 Duty Chaplain Watch List

1601/2 Liturgist Schedules

1601/3 Duty RP Watch List

Arbitrary Words

1601/Duty Chaplain Watch List

1601/Duty RP Watch List

1601/Liturgist Schedules

NOTE: When arbitrary words are used to subdivide SSICs, files are normally arranged in alphabetical sequence within each numerical group.

The *Chaplains Manual* (OPNAVINST 1730.1) lists examples of arbitrary subject breakdowns which are unique for subjects relating to the Chaplain Corps and the Command Religious Program. Command chaplains and RPs should consult this instruction, in addition to SECNAVINST 5210.11 and SECNAVINST 5211.3, for guidance whenever an arbitrary subject is used.

## CRP FILING SYSTEM BY SSIC

Specific guidance is provided in OPNAVINST 1730.1 concerning a standardized SSIC filing system for subjects pertaining to the Chaplain Corps and the CRP. The RP should consult this instruction whenever questions arise concerning these subjects. It should be noted that the modified filing system outlined in OPNAVINST 1730.1 is not a substitute for the Department of the Navy standardized filing system which is contained in SECNAVINST 5210.11 and SECNAVINST 5211.3. The modified filing system outlined in OPNAVINST 1730.1 is designed to meet the unique needs of the Chaplain Corps and the CRP in addition to meeting the basic requirements contained in SECNAVINST 5210.11 and SECNAVINST 5211.3.

### Classifying Subjects

Classifying, as used in assigning an SSIC, is the process of determining the correct subject group under which correspondence is to be filed. This is the most important filing operation because it determines the actual SSIC assigned to each piece of correspondence to be filed.

Before classifying by subject a piece of correspondence, the RP should carefully read it, analyze its contents, and then select the file code that most closely corresponds to the subject. Section III of SECNAVINST 5210.11 provides an alphabetical listing of primary, secondary, and tertiary codes which should be used to initially locate a subject. However, Section I of the same instruction should then be checked to ensure that the most accurate classification has been selected.

### Coding Information

Coding is the process of writing the file number (SSIC) on the piece of correspondence to be filed. The SSIC number should be written in the upper right corner of the correspondence. If the document is to be filed under the number assigned by its originator, the SSIC number should be circled. Figure 3-8 shows an example of a circled originator's SSIC number.

### Cross-Reference Filing

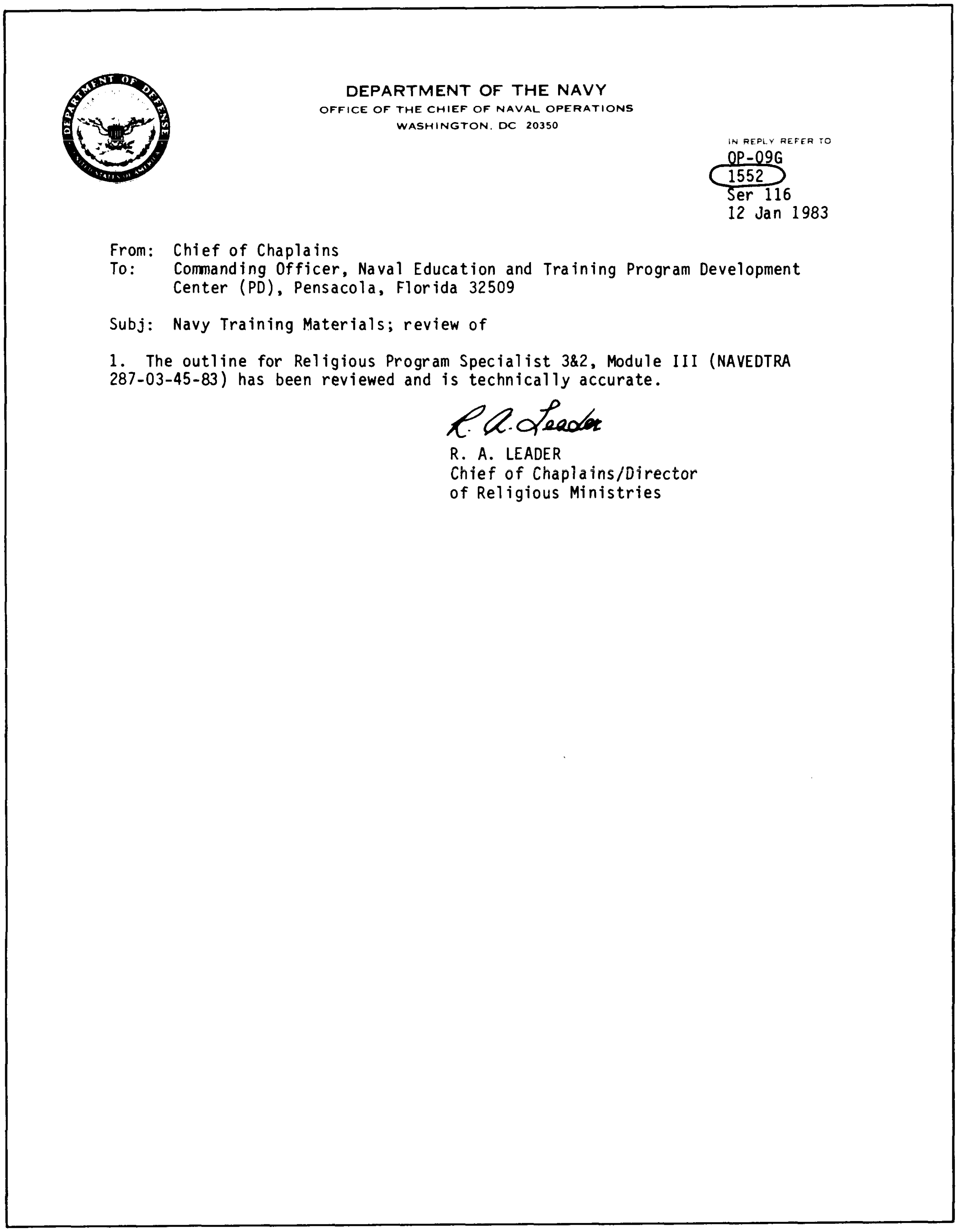
Official correspondence is normally filed under one SSIC. However, there are occasions when a subject pertains to more than one file code. A system of cross-referencing has been developed to account for these multiple file code situations.

Some correspondence received in the office of the chaplain will have one or more copies attached. These copies are ideal to use as cross-reference sheets when needed. They can be filed under the appropriate SSICs for the particular subject or subjects which are to be cross-referenced. When a cross-reference is required and additional copies of the correspondence are not received, a Cross-Reference Sheet (DD Form 334, 334a, or 334b) should be used. The DD Form 334 is a single-sheet form; the DD Form 334a is a two-copy form (one original and one carbon); and the DD Form 334b is a three-copy form (one original and two carbons).

A letter that would probably be filed under at least three separate SSICs is shown in figure 3-9. Figure 3-10 shows an example of a DD Form 334a that would be used for cross-referencing this letter. Completion of the cross-reference sheet is accomplished by entering the following information:

- Date—the date shown on the correspondence in figure 3-9 is entered in the space provided. The entry is "15 January 1983."
- Index—the SSICs under which the letter is being cross-filed is entered in the space provided. This entry is "1200/12510."
- TO—the addressee shown on the correspondence in figure 3-9 is entered in the space provided. The entry is "Commanding Officer, NAVEDTRAPRODEVCEN."
- FROM—the originator of the correspondence shown in figure 3-9 is entered in the space provided. The entry is "Office of the Chief of Chaplains (OP-09G)."
- SUMMARY—the subject and/or a brief description of the correspondence is entered in the space provided. The entry is "Manpower, military and civilian—request for submission of a summary of billet classifications and position descriptions for Religious Program Specialists and civilian secretaries utilized in supporting the Command Religious Program at NAVEDTRAPRODEVCEN."
- FILED—the SSIC under which the original correspondence is filed is entered in the space provided. The entry is "5300."
- INDEXER—the initials of the RP doing the filing and cross-referencing are entered in the space provided. The entry is "rww."
- REMARKS—any pertinent information may be entered in the space provided. For this correspondence the entry is "Notify Chief of Chaplains (OP-09G) by 31 March 1983."

NOTE: After the DD Form 334a has been completed, the copies would be filed under SSIC 1200 (Classification and Designation—General) and SSIC 12510 (Position Classification and Job Evaluation). The original correspondence would be filed under SSIC 5300 (Manpower/Personnel).



DEPARTMENT OF DEFENSE
UNITED STATES OF AMERICA

DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
WASHINGTON, DC 20350

IN REPLY REFER TO
OP-09G
1552
Ser 116
12 Jan 1983

From: Chief of Chaplains
To: Commanding Officer, Naval Education and Training Program Development Center (PD), Pensacola, Florida 32509

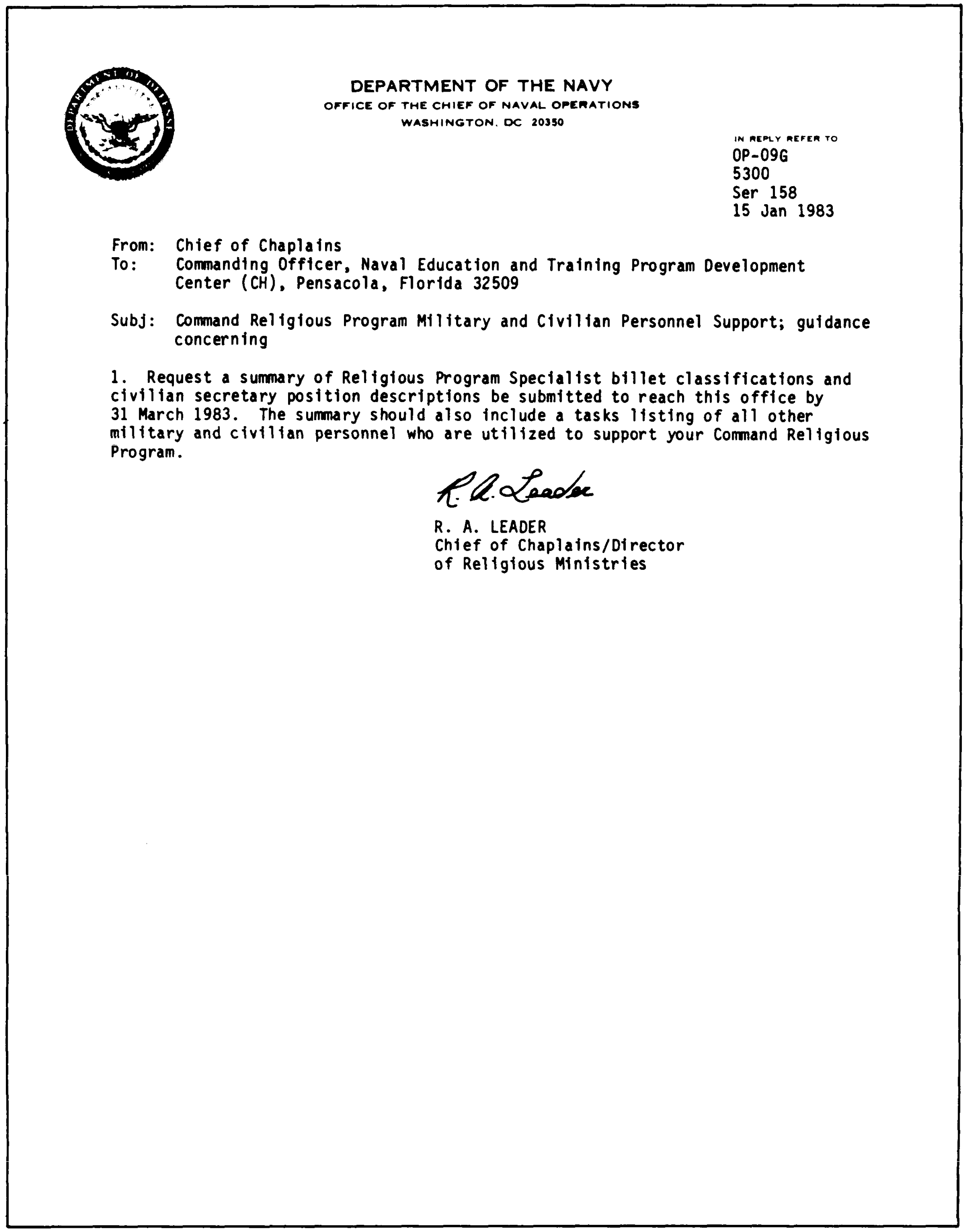
Subj: Navy Training Materials; review of

1. The outline for Religious Program Specialist 3&2, Module III (NAVEDTRA 287-03-45-83) has been reviewed and is technically accurate.

R. A. Leader
R. A. LEADER
Chief of Chaplains/Director
of Religious Ministries

287.4(M3)

Figure 3-8.—Originator's SSIC for coding incoming correspondence.



DEPARTMENT OF DEFENSE

DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
WASHINGTON, DC 20350

IN REPLY REFER TO
OP-09G
5300
Ser 158
15 Jan 1983

From: Chief of Chaplains
To: Commanding Officer, Naval Education and Training Program Development Center (CH), Pensacola, Florida 32509

Subj: Command Religious Program Military and Civilian Personnel Support; guidance concerning

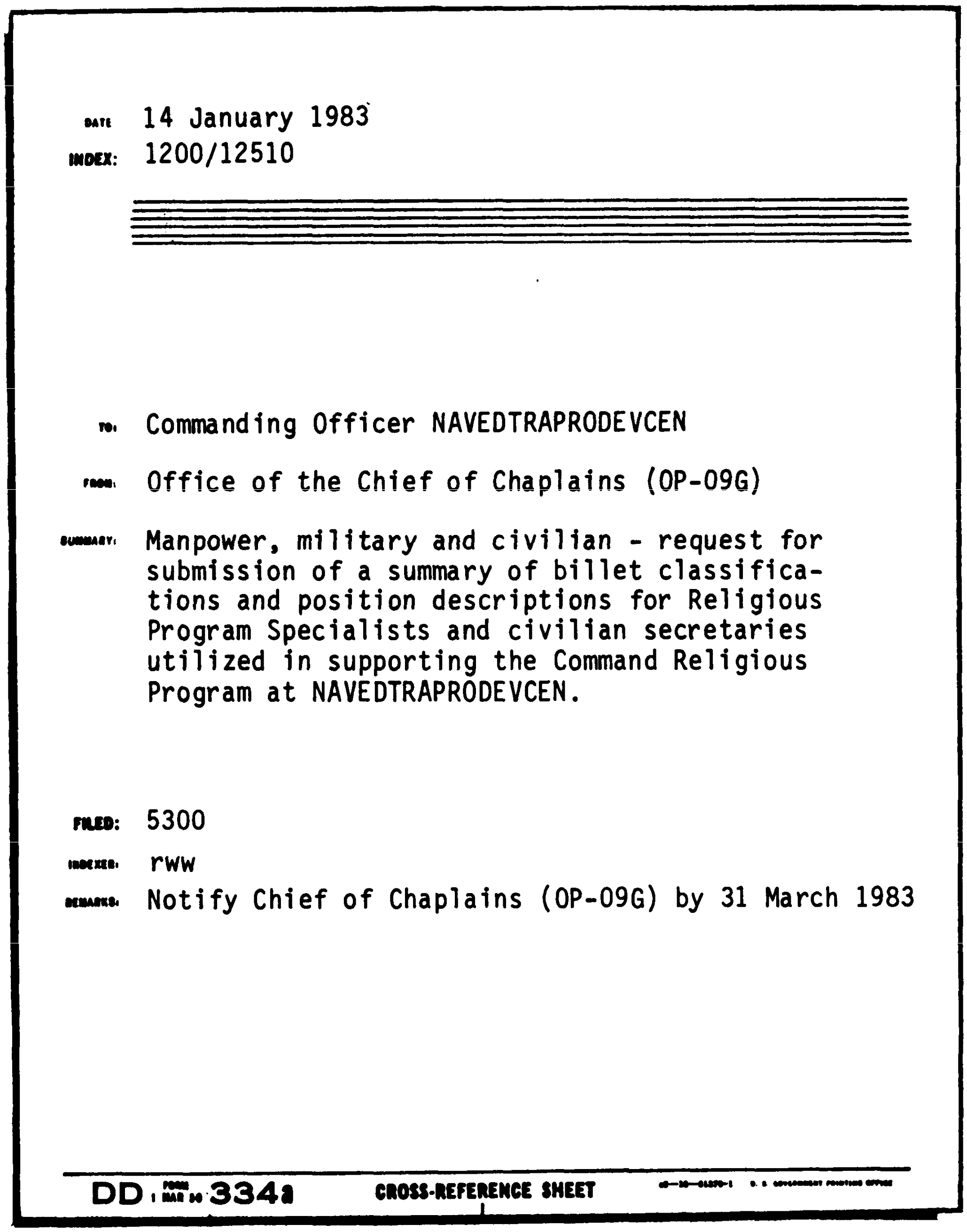
1. Request a summary of Religious Program Specialist billet classifications and civilian secretary position descriptions be submitted to reach this office by 31 March 1983. The summary should also include a tasks listing of all other military and civilian personnel who are utilized to support your Command Religious Program.

R. A. Leader

R. A. LEADER
Chief of Chaplains/Director
of Religious Ministries

287.5(M3)

Figure 3-9.—Correspondence to be filed under three SSICs.



DATE: 14 January 1983

INDEX: 1200/12510

TO: Commanding Officer NAVEDTRAPRODEVCEN

FROM: Office of the Chief of Chaplains (OP-09G)

SUMMARY: Manpower, military and civilian - request for submission of a summary of billet classifications and position descriptions for Religious Program Specialists and civilian secretaries utilized in supporting the Command Religious Program at NAVEDTRAPRODEVCEN.

FILED: 5300

INDEXER: rww

REMARKS: Notify Chief of Chaplains (OP-09G) by 31 March 1983

DD FORM 1 MAR 50 334a CROSS-REFERENCE SHEET

Figure 3-10.—Example of a Cross-Reference Sheet (DD Form 334a).

### Control of CRP Files

The RP is required to ensure that any files that are checked out from the office of the chaplain are returned in a reasonable amount of time. When a piece of correspondence or SSIC file folder is removed from the office of the chaplain, a Chargeout Record (GSA Optional Form 23) is filled out to identify the folder's SSIC identification number, subject of the material, the person receiving the material, and the date the material is checked out. NOTE: GSA Optional Form 23 replaced the File Out Card (NAVEXOS 4178).

Figure 3-11 shows an example of a Chargeout Record. A periodic check should be made of all CRP Chargeout Records by the RP to ensure that material has not been out for an unreasonable length of time.

Office of the chaplain general correspondence files are terminated (closed out) at the end of each calendar year. These terminated files are maintained in the office for 1 full year until they are retired to a designated storage area aboard the command. They are maintained in the storage area until they meet the eligibility requirements for disposal in accordance with the provisions outlined in *Disposal of Navy and Marine Corps Records* (SECNAVINST 5212.5). This instruction will be explained in another section of this chapter. Specific disposal requirements for Marine Corps commands are outlined in the *Records Management Program for the Marine Corps* (MCO 5210.11). RPs assigned to Marine Corps units should check this publication prior to disposing any files or records.

## REPORTS CONTROL SYSTEM

Administrative department personnel are normally assigned the responsibility for maintaining a required reports central inventory system for a command. The RP plays a vital role in this function by ensuring that the required reports pertaining to the office of the chaplain and the CRP are submitted in a timely manner. It is imperative that RPs consult administrative department personnel whenever questions arise concerning reports generated by the office of the chaplain.

### MASTER RECURRING REPORTS FILE

The Master Recurring Reports file is maintained by the personnel assigned to the administrative department. They are concerned generally with two types of reports:

- Recurring — a report which has the same type of information being submitted on a regular basis (monthly, quarterly, etc.).
- Situation — a report, other than a periodic report, which is prepared only on the occasion when an event occurs. For example, the death of a Navy member requires that a situation report be prepared.

After determining which recurring reports are required, a command master list and/or index cards are prepared identifying each required report. The RP is assigned the responsibility of maintaining an up-to-date list of the required reports which are prepared in the office of the chaplain.

### CRP TICKLER SYSTEM

It is the responsibility of the RP to establish and maintain a reports tickler system for the office of the chaplain. A tickler system provides an index of required reports for the office of the chaplain and shows the submission date of each report. Standard 5" x 8" cards are normally used to identify each required report which is prepared in the office of the chaplain. Figure 3-12 shows an example of a tickler card which was prepared to identify the title and due date of the recurring required annual report titled "Active Duty Navy Chaplain's Annual Report" (NAVPERS 1730/8).

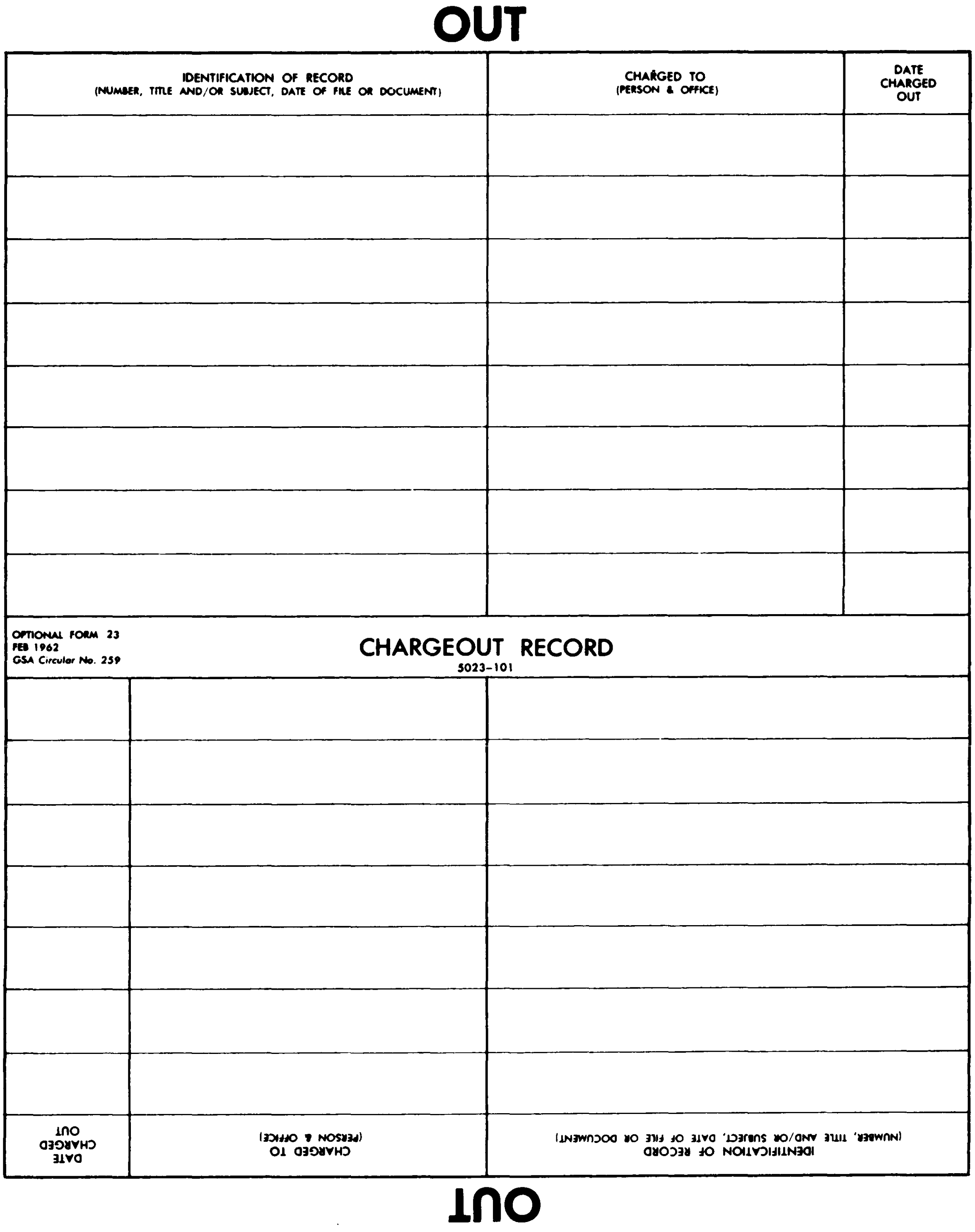
The RP should check the tickler file regularly to ensure that all recurring required reports are prepared on time. In addition, the tickler file may be used to serve as a reminder for action required on incoming and outgoing correspondence.

## DISPOSAL OF RECORDS

Tremendous amounts of records are produced each year in the Department of the Navy. Therefore, it is obvious that records disposal techniques must keep pace with the continual increased production of these records. The *Disposal of Navy and Marine Corps Records Manual* (SECNAVINST 5212.5) provides specific guidance as to the requirements for disposing of Department of the Navy records. It is imperative that a copy of this instruction be maintained in the office of the chaplain at all times.

### DEFINITION OF RECORDS

In order to understand records disposal procedures, it is important for the RP to be familiar



OUT

| IDENTIFICATION OF RECORD (NUMBER, TITLE AND/OR SUBJECT, DATE OF FILE OR DOCUMENT) | CHARGED TO (PERSON & OFFICE) | DATE CHARGED OUT |
|---|---|---|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

OPTIONAL FORM 23
FEB 1962
GSA *Circular No. 259*

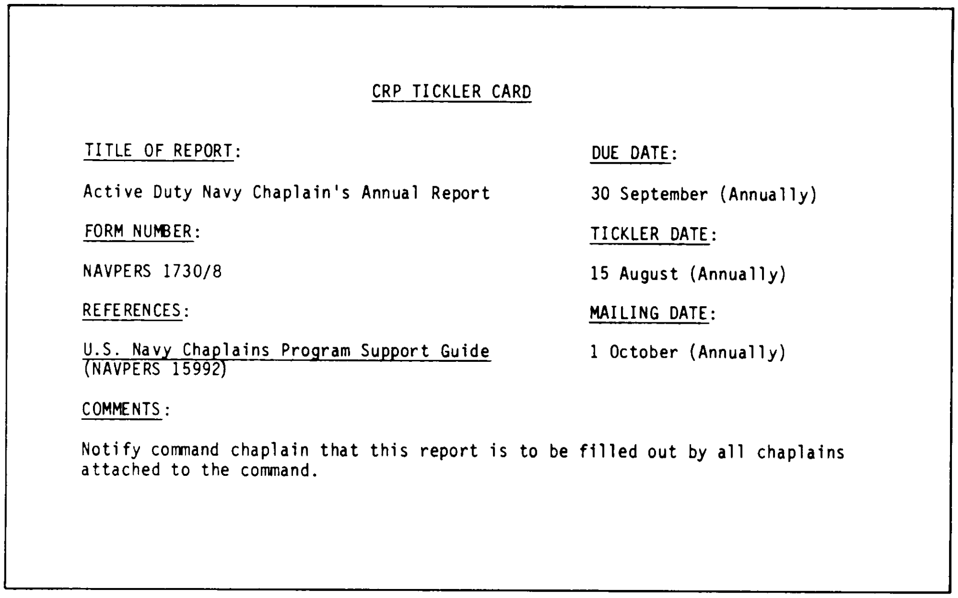
CHARGEOUT RECORD
5023-101

| IDENTIFICATION OF RECORD (NUMBER, TITLE AND/OR SUBJECT, DATE OF FILE OR DOCUMENT) | CHARGED TO (PERSON & OFFICE) | DATE CHARGED OUT |
|---|---|---|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

OUT

287.6(M3)

Figure 3-11.—Example of a Chargeout Record (GSA Optional Form 23).



CRP TICKLER CARD

| | |
|---|---|
| TITLE OF REPORT: | DUE DATE: |
| Active Duty Navy Chaplain's Annual Report | 30 September (Annually) |
| FORM NUMBER: | TICKLER DATE: |
| NAVPERS 1730/8 | 15 August (Annually) |
| REFERENCES: | MAILING DATE: |
| U.S. Navy Chaplains Program Support Guide (NAVPERS 15992) | 1 October (Annually) |

COMMENTS:

Notify command chaplain that this report is to be filled out by all chaplains attached to the command.

287.7(M3)

**Figure 3-12.—Example of a CRP Tickler Card.**

with certain definitions regarding records. These definitions are:

- Government records — The Records Disposal Act of 1943 defines records as: "books, papers, maps, photographs, or other documentary materials, regardless of physical form or characteristics, made or received by any agency of the United States Government in pursuance of Federal law or in connection with the transaction of public business and preserved or appropriated for preservation by that agency or its legitimate successor as evidence of the organization, functions, policies, decisions, operations, or other activities of the Government or because of the informational value of the data contained therein."

- Official correspondence — This term is defined in *Standard Organization and Regulations of the U.S. Navy* (OPNAVINST 3120.32) and is considered to be all written material, documents, publications, charts, and messages addressed to or sent from a command.

- Temporary records — These are records which may be destroyed after they have served their purpose. However, the specific retention period guidelines outlined in SECNAVINST 5212.5 must be met before destruction may be accomplished. NOTE: Approximately 95% of all Department of the Navy records are of a temporary nature.

- Permanent records — These are records which have been appraised as having a permanent value according to the guidelines specified in SECNAVINST 5212. 5. These records are transferred to a Federal Records Center or to the National Archives when a command no longer needs them.

- Nonrecord material — This is material which serves no documentary or record purpose. It includes rough drafts, extra copies of letters used for cross-reference and tickler files, commercial catalogs and journals, and stencils.

## GOVERNING AUTHORITY FOR DISPOSAL

The National Archives which is an integral part of the General Services Administration grants the authority for destruction of Government records which are of no future value. In addition, Article 1115 of Navy *Regulations* states: "No person, without proper authority, shall withdraw official records or correspondence from the files, or destroy them, or withhold them from those persons authorized to have access to them." This article does not allow indiscriminate destruction or removal of Navy records.

## DISPOSITION RESPONSIBILITY

An officer is normally assigned the collateral duty of coordinating the disposal of Government records aboard ship or at a shore command. This officer takes responsibility for the physical disposition of all records designated for transfer to a Federal Records Center or for those records which are identified for local destruction.

The command chaplain and RP assist the records disposition officer by ensuring that the CRP records maintained in the office of the chaplain are marked properly for transfer or destruction.

## DISPOSITION METHODS

The two official methods that are used for disposal are:

- Local destruction.

- Transfer to a Federal Records Center for later destruction, or for eventual preservation at the National Archives located in Washington, DC.

Preservation is defined as the indefinite or permanent retention of records. This term does not apply to records which are retained by a local command. It includes those official records which are retained at an authorized Federal Records Center.

### Destruction of Records

Most unclassified records are destroyed locally at the end of their retention periods. These records should be destroyed by burning when at sea. At shore installations, unclassified records may be scrapped or sold as wastepaper provided the records are shredded. Records may also be sold if a written contract has been made between the Navy and the buyer stating, "the resale or use of the records or documents is prohibited."

### Transfer of Records

Very few Government records are actually transferred to a Federal Records Center for preservation. Those records that are transferred are sent to the nearest Federal Records Center. An up-to-date listing of Federal Records Centers is contained in SECNAVINST 5212.5. The RP should seek the advice of the command chaplain and the officer who has been given responsibility for records disposal at the command whenever questions arise concerning proper disposal procedures. This is especially important in determining which Command Religious Program records should be transferred for preservation.

## FILE REVIEW PROCEDURES

The *Disposal of Navy and Marine Corps Records Manual* specifies whether files are to be destroyed, retained, or retired to a Federal Records Center. It is important for the RP to check the office of the chaplain files on a regular basis to see what material should be removed for destruction, retention, or transfer to a Federal Records Center as indicated in SECNAVINST 5212.5. NOTE: Even though the disposition date has passed on certain records, the RP should NOT dispose of any material on which action is pending.

Office of the chaplain records which are identified in local command instructions for transfer to a Federal Records Center should be forwarded as scheduled. Records which are designated for permanent or indefinite retention and those without a disposal authorization are transferred when they are of no further value to the activity.

## SHIPPING REQUIREMENTS

Records are packed for shipping in their original file arrangement in standard-size 15" X 10" X 12" containers. These containers may be obtained from Federal Records Centers. Each of these cartons will hold 1 cubic foot of material. Letter-size material is packed on the 12-inch side of the carton and legal-size material is packed on the 15-inch side. Odd-size records may be shipped in the most practical container that is available.

The RP should exercise caution when placing files in containers for shipping to ensure that the order of files is not disturbed. It is also the responsibility of the RP to mark each container that is packaged in the office of the chaplain with identification facts specified by the command's records disposal officer.

## DESTRUCTION DATES

Federal law makes it mandatory that records be destroyed when they meet the requirements for destruction. Individual commands are responsible for establishing destruction dates which meet the command's needs. Destruction dates are especially important aboard ship where space is limited. The RP should ensure that office of the chaplain material which is designated for local command destruction is destroyed on schedule. NOTE: Records are NOT destroyed before the scheduled destruction date except in the case of an emergency. The RP should seek the advice of the command chaplain before any office of the chaplain and Command Religious Program records are destroyed.

## SUMMARY

The first sections of this chapter contain information describing: each command's responsibilities in regard to controlling files and records, Navy filing equipment and materials, and procedures for handling classified files and records. The latter sections contain information relating to: Standard Subject Identification Codes (SSICs), CRP filing systems according to SSICs including cross-reference filing requirements, the reports control system, CRP tickler systems, records disposal requirements including responsibilities and disposition methods, records shipping requirements, and destruction dates. It is important to remember that the command chaplain and RP play a vital role in the management of records kept in the office of the chaplain. Therefore, the RP must stay up to date on records maintenance procedures used in the Navy today.